Maricopa County Assessor
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E-FILING BUSINESS PERSONAL PROPERTY - OUESTIONS & ANSWERS

Q: What do you mean by "E-Filing"?
A: E-Filing in Maricopa County is a simplified, expedient procedure to submit your Business Personal Property data to the Assessor's Office by annually submitting an electronic full asset listing. The electronically reported costs, years and descriptions from your system will be directly imported into the Assessor's Database, minimizing manual input errors while reducing material and processing costs.

Q: Is your system compatible with our property tax compliance software, (example; PTMS, Vertex, Property Tax Office, PTS Corporate, etc...).
A: The information we are requiring should already exist on whatever system you are using to track your assets. Your system simply needs to be able to extract the basics into a file format compatible with Microsoft Excel.

Q: If we file electronically, does a signed statement need to be returned for every account?
A: Presently, the Arizona Revised Statutes still require an original signature on the returns. Until the statutes allow for electronic signatures, we are still required to mail you a statement, which must be returned with a signature.

Q: We have multiple locations, do we need a signed statement for each location?
A: First time filers under the E-Filing system need only send one signed statement, along with a cover letter stating they E-Filed. Once established in our E-Filing system, Taxpayers with multiple business locations will receive single "Cover Statements" for your signature. This Statement will satisfy the signature requirement.

Q: We intend to proceed with the E-Filing and wish to receive our individual Arizona Business Property Statements. Will we receive the forms?
A: After the initial E-Filing process, you will receive a Cover Statement only. If you need copies of the individual forms, you can call our office at (602) 506-3386.

Q:* What do you mean by "Multiple Number" and where do I find it?
A:* The "Multiple Number", (Multi #), is generated by our office, and is used to group your locations together under your business name and mailing address. You can find your Multi # in the grey box at the upper right hand corner of your Arizona Business Property Statement.

Q:* What do you mean by "Site Number or Location Code"?
A:* Most companies with more than one location will identify each location with some kind of number, or code. We request that number to assist in cross referencing the Personal Property Account Numbers with each physical location. If your company does not use a location numbering system, don't worry about it, we will use the address information instead.

Q: What do you mean by "Asset Number"?
A: Your system may refer to it as an 'Identification Number', a 'Tracking Number' or even as a 'Serial Number'. Basically, your database should already have a tracking system to identify individual assets. The "Asset Number" must be unique to each individual asset.

Q: How should we send our data file, and where should we send it to?
A: Go to http://www.maricopa.gov/assessor/perspropefiling.html and follow instructions provided.

* Note: Applies only to Taxpayers with multiple business locations. Taxpayers with only one location should leave these fields blank.

Q: We have multiple locations in Maricopa County; do we send a file for each location separately?
A: Only one complete file listing for every asset at each location should be submitted.

Q: Do you require a separate listing of our Disposals and New Acquisitions?
A: When we process the return our system deletes the prior tax year asset information and completely replaces the detail with current tax year assets.

Q: How should we report new locations?
A: List the new locations in the same data file by typing "new location" in the Account Number column. If you have more than one new location to report, please number them, (new location 1, new location 2, etc…).

Q: How do we identify the locations that have closed?
A: Once registered, there will be a drop down box where closed accounts can be placed.

Q: Does your E-Filing system mean that we will only receive one Valuation Notice followed by only one Tax Bill?
A: No, our system will continue to maintain the individual Personal Property Account Numbers for each of your locations.

Q: How does a taxpayer obtain proof of filing using this E-Filing method?
A: A confirmation will be sent to the email provided when registering.

Q: What constitutes timely filing using this E-Filing method?
A: Business property Owners have until midnight April 1st to have their filings confirmed as filed. Property Owners may request and for good cause shown, may be granted an extension of up to thirty days

Q: After we E-File, will we be able to go Online to view our asset information?
A: E-Filed information is not available 'Online' over the internet. A completed copy of your spreadsheet can be returned to you upon request.

Q: We have locations that have moved? How do we report the new address?
A: There will be a dialog box provided where you will be able to report these changes.

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